

Effective 30 April 2002

**Decorations, Awards, and Honors**

**Annual Awards Program--United States Army Recruiting Command Level**

For the Commander:

DAVID L. SLOTWINSKI  
*Colonel, GS*  
*Chief of Staff*

Official:

ROGER H. BALABAN  
*Director, Information Management*

**History.** This regulation revises USAREC Reg 672-13, which is effective 30 April 2002.

**Summary.** This regulation prescribes policy for the administration of the United States Army Recruiting Command Level Annual Awards Program.

**Applicability.** This regulation applies to the

Regular Army and the United States Army Reserve. It applies to all recruiting brigades, the United States Army Recruiting Support Brigade, and Headquarters, United States Army Recruiting Command.

**Proponent and exception authority.** The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be

evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

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**Glossary**

**1. Purpose**

This regulation prescribes policy for the administration of the United States Army Recruiting Command (USAREC) Level Annual Awards Program and the United States Army Reserve (USAR) Personnel Readiness Awards Program.

**2. References**

Related publications and prescribed and referenced forms are listed in appendix A.

**3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

**4. Responsibilities**

a. Director of Recruiting Operations will:  
(1) Have overall staff responsibility for the administration of the USAREC Level Annual Awards Program.  
(2) Appoint the Annual Awards Board.  
b. Chief of Public Affairs will provide appropriate internal and external publicity for individual award winners.  
c. The Commander, United States Army Recruiting Support Brigade (RS Bde); recruiting brigade (Rctg Bde) commanders; and the Headquarters Commandant (HQ Comdt), Headquarters, United States Army Recruiting Command (HQ USAREC) will select and nominate annually to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726, not later than the first workday of November, candidates for individual categories as appropriate, outlined in paragraph 5.

**5. Annual Awards Program--USAREC level**  
The USAREC Level Annual Awards Program recognizes and rewards selected personnel for outstanding service to USAREC during a given fiscal year (FY). The award categories are:

- a. Regular Army (RA) recruiter of the year.
- b. USAR recruiter of the year.
- c. Soldier of the year (SOY).

d. Noncommissioned officer (NCO) health care recruiter (HCR) of the year.

e. Recruiting station (RS) commander of the year.

f. Guidance counselor (GC) of the year.

**6. Nomination of personnel**

a. Rctg Bde commanders will select and nominate one candidate for each category listed in paragraph 5.

b. Commander, RS Bde, will select and nominate one candidate for SOY only.

c. Selection criteria will be based on the "whole person concept" as well as production criteria when recommending or approving an individual for an annual award. When evaluating the "whole person concept," such factors as personal appearance, communication skills, interpersonal skills, weight and height standards, drug or alcohol abuse, motor vehicle driving record, and representation in the civilian community will be considered. Skills as a soldier, professional attitude, and technical competence should also be considered, in addition to any other requirement established by the RS Bde and Rctg Bde commanders for their respective commands.

d. For all categories with the exception of SOY, soldiers must have been top producers during the FY of competition.

e. Soldiers nominated to compete at the Annual Awards Board must have passed the Army physical fitness test and common task test during the FY of competition.

f. The board will not consider nominations unless they are accompanied by all required

\*This regulation supersedes USAREC Regulation 672-13, 6 October 1992.

documents listed within appendixes B through G for each category of competition.

g. No individual may compete in more than one category at the USAREC level. If an individual qualifies for multiple categories, it is the responsibility of the recommending commander to determine in which category the individual will compete.

h. Previous USAREC level winners will not compete again in the same category as previously won.

i. All positive mission recruiters competing at the USAREC level will have their respective mission withdrawn for the recruit ship month in which the USAREC board is held.

## **7. Category criteria**

Specific criteria guidelines, in addition to paragraph 6, are provided in appendixes B through G for each category of competition.

## **8. Awards**

The winners and runners-up in each category of competition listed within paragraph 5 will receive:

a. Winner.

(1) A U.S. Savings Bond. The amount is dependent upon approval of Headquarters, Department of the Army (HQDA) funding.

(2) A suitably engraved trophy (not to exceed \$75).

(3) A USAREC Certificate of Achievement signed by the Commanding General (CG), USAREC.

(4) Class A uniform.

b. Runners-up.

(1) A suitably engraved plaque (not to exceed \$75).

(2) A USAREC Certificate of Achievement signed by the appropriate Deputy Commanding General, USAREC.

## **9. USAREC Annual Awards Board**

a. The USAREC Annual Awards Board will convene at a place and time as directed by the president of the board.

(1) HQ USAREC, Command Sergeant Major (CSM)--board president with vote.

(2) 1st Rctg Bde CSM--member with vote.

(3) 2d Rctg Bde CSM--member with vote.

(4) 3d Rctg Bde CSM--member with vote.

(5) 5th Rctg Bde CSM--member with vote.

(6) 6th Rctg Bde CSM--member with vote.

(7) RS Bde CSM--member with vote.

(8) Army Medical Department detachment (AMEDD Det) first sergeant--member with vote.

(9) Female member (when a female has been nominated) selected from HQ USAREC, master sergeant or higher--member with vote.

(10) Minority member (when a minority has been nominated) selected from HQ USAREC, master sergeant or higher--member with vote.

(11) A representative from HQ USAREC, Recruiting Operations Directorate, specialist or higher--recorder without vote.

b. Female and minority board duties may be

consolidated and filled by one representative, if applicable.

c. Voting will be accomplished by completing USAREC Form 940 (Board Member Appraisal Worksheet). The president's vote will be deleted to break ties, if applicable.

## **10. Funding**

Temporary duty and travel funds for both board members and individuals appearing before the board will be provided by parent organization.

## **Appendix A References**

### **Section I Required Publications**

There are no entries in this section.

### **Section II Related Publication**

**AR 600-9**  
The Army Weight Control Program.

### **Section III Prescribed Form**

**USAREC Form 940**  
Board Member Appraisal Worksheet. (Cited in  
para 9c.)

### **Section IV Referenced Forms**

**DA Form 2-1**  
Personnel Qualification Record - Part II.

**DA Form 2A**  
Personnel Qualification Record, Part I, Enlisted  
Peacetime.

**DA Form 705**  
Physical Training Scorecard.

## **Appendix B**

### **Regular Army Recruiter of the Year**

#### **B-1. General**

The RA Recruiter of the Year Award is presented annually to an outstanding recruiter in USAREC during the FY. The names of the outstanding Rctg Bde recruiters selected by the CG, USAREC will be submitted to HQDA for consideration for the Secretary of the Army Recruiter of the Year Award.

#### **B-2. Criteria for selection**

Recruiters will be nominated by Rctg Bde commanders and considered by a HQ USAREC board under the following criteria:

- a. RA field recruiter, on-production station commander (OPSC), or limited-production station commander (LPSC) who has been on production the last 9 months during the current FY of competition. Mandatory career enhancement schooling (i.e., Primary Leadership Development Course (PLDC), Advanced Noncommissioned officers' course (ANCOC), etc.,) will be considered production months.
- b. Outstanding personal qualities and traits required to be successful NCOs and Army recruiters. Recruiters nominated will have represented USAREC and the Army with distinction in their dealings with community influencers and civic organizations.
- c. Mission accomplishment as measured by key indicators (e.g., production record, Delayed Entry Program posture, and sustained distinguished performances by recruiters on the recruiting battalion (Rctg Bn) staff).
- d. A level of integrity and professionalism which will stand the test of continuing publicity afforded to the recruiter selected for this honor.
- e. Participation in local community activities.
- f. Personal methods of recruiting that may be adopted for use throughout the command.

#### **B-3. Submission of nominations**

Packets will be comprised of the following:

- a. One-page typewritten narrative signed by the Rctg Bn sergeant major (SGM) explaining why nominee should be the RA Recruiter of the Year.
- b. One-page typewritten personal information data worksheet (see app H).
- c. One-page typewritten narrative signed by the soldier explaining why he or she should be the RA Recruiter of the Year.
- d. One-page typewritten brief history signed by the soldier of his or her assignments and experiences in recruiting.
- e. The dates of all incentive awards earned typed on bond paper.
- f. The Rctg Bde's board sheets with all comments.
- g. One-page typewritten narrative signed by the Rctg Bde commander explaining why nominee should be selected as the RA Recruiter of the Year.
- h. Current DA Form 2-1 (Personnel Qualification Record - Part II) and DA Form 2A (Per-

sonnel Qualification Record, Part 1 - Enlisted Peacetime) (reviewed by the soldier within the last 2 months).

- i. Copy of DA Form 705 (Physical Training Scorecard).
- j. Copy of body fat worksheet and profile if applicable.

## **Appendix C**

### **United States Army Reserve Recruiter of the Year**

#### **C-1. General**

The USAR Recruiter of the Year Award is presented annually to an outstanding USAR recruiter in USAREC during the FY. The names of the outstanding Rctg Bde recruiters selected by the CG, USAREC will be submitted to HQDA for consideration for the Secretary of the Army USAR Recruiter of the Year Award.

#### **C-2. Criteria for selection**

USAR recruiters will be nominated by Rctg Bde commanders and considered by a HQ USAREC board under the following criteria:

- a. USAR field recruiter who has been on production the last 9 months during the current FY of competition. Mandatory career enhancement schooling (i.e., PLDC, ANCOC, etc.) will be considered production months.
- b. Outstanding personal qualities and traits required to be successful NCOs and Army recruiters. Recruiters nominated will have represented USAREC and the Army with distinction in their dealings with community influencers and civic organizations.
- c. Mission accomplishment as measured by key indicators (e.g., production record, Delayed Training Program posture, and sustained distinguished performances by recruiters on the Rctg Bn staff). Soldiers must have been top producers during the FY of competition.
- d. A level of integrity and professionalism which will stand the test of continuing publicity afforded to the recruiter selected for this honor.
- e. Participation in local community activities.
- f. Personal methods of recruiting that may be adopted for use throughout the command.

#### **C-3. Submission of nominations**

Packets will be comprised of the following:

- a. One-page typewritten narrative signed by the Rctg Bn SGM explaining why nominee should be the USAR Recruiter of the Year.
- b. One-page typewritten personal information data worksheet (see app H).
- c. One-page typewritten narrative signed by the soldier explaining why he or she should be the USAR Recruiter of the Year.
- d. One-page typewritten brief history signed by the soldier of his or her assignments and experiences in recruiting.
- e. The dates of all incentive awards earned typed on bond paper.
- f. The Rctg Bde's board sheets with all comments.
- g. One-page typewritten narrative signed by the Rctg Bde commander explaining why nominee should be selected as the USAR Recruiter of the Year.
- h. Current DA Form 2-1 and DA Form 2A (reviewed by the soldier within the last 2 months).
- i. Copy of DA Form 705.
- j. Copy of body fat worksheet and profile if applicable.

## **Appendix D**

### **Soldier of the Year**

#### **D-1. General**

The SOY Award is presented annually to an outstanding enlisted soldier in USAREC during the FY. All assigned RA and USAR personnel grade sergeants first class and below are eligible to compete for this award.

#### **D-2. Criteria for selection**

- a. Any RA or USAR enlisted soldier in grade sergeant first class or below who has been assigned to USAREC for at least 6 months. Military occupational specialty is not a factor in the qualification of the soldier.
- b. Candidates will be evaluated on the contribution to the overall improvement in the accomplishment of USAREC missions. Consideration will be given to innovative methods attributable to the candidate that may be adopted for use in the command.
- c. A level of integrity and professionalism which will stand the test of continuing publicity afforded to the soldier selected for this honor.

#### **D-3. Responsibilities**

- a. RS Bde commander and the HQ USAREC, HQ Comdt, will select and nominate their outstanding soldier for consideration as the USAREC SOY.
- b. Rctg Bde commanders will select and nominate one individual from those submitted by Rctg Bns and the Rctg Bde headquarters detachment commandant, for consideration as the USAREC SOY.
- c. The USAREC Awards Board will interview each nominee and recommend to the CG, USAREC, in order of merit, the candidates for this award.

#### **D-4. Submission of nominations**

Packets will be comprised of the following:

- a. One-page typewritten narrative signed by the RS Bde CSM, the Rctg Bn SGM, or the HQ USAREC first sergeant (whichever is applicable) explaining why nominee should be SOY, etc.
- b. One-page typewritten personal information data worksheet (see app H).
- c. One-page typewritten narrative signed by the soldier explaining why he or she should be the SOY.
- d. One-page typewritten brief history signed by the soldier of his or her assignments and military experiences.
- e. The dates of all awards earned, to include incentive awards, typed on bond paper.
- f. Board sheets with all comments.
- g. One-page typewritten narrative signed by the RS Bde commander, Rctg Bde commander, or the HQ USAREC, HQ Comdt, explaining why nominee should be selected as the SOY.
- h. Current DA Form 2-1 and DA Form 2A (reviewed by the soldier within the last 2 months).

## **Appendix E**

### **Noncommissioned Officer Health Care Recruiter of the Year**

#### **E-1. General**

The NCO HCR of the Year Award is presented annually to an outstanding HCR in USAREC during the FY.

#### **E-2. Criteria for selection**

HCRs will be nominated by Rctg Bde commanders and considered by a HQ USAREC board under the following criteria:

a. HCRs who have been on production for the last 9 months during the current FY of competition. Mandatory career enhancement schooling (i.e., PLDC, ANCOC, etc.) will be considered production months.

b. Outstanding personal qualities and traits required to be successful NCOs and HCRs. HCRs nominated will have represented USAREC and the Army with distinction in their dealings with community influencers and civic organizations.

c. Mission accomplishment as measured by key indicators (e.g., production record, sustainment posture, and sustained distinguished performance by HCRs on the AMEDD Det staff).

d. A level of integrity and professionalism which will stand the test of continuing publicity afforded to the HCR selected for this honor.

e. Participation in local community activities.

f. Personal methods of recruiting that may be adopted for use throughout the command.

#### **E-3. Submission of nominations**

Packets will be comprised of the following:

a. One-page typewritten narrative signed by the AMEDD Det first sergeant explaining why nominee should be the HCR of the Year.

b. One-page typewritten personal information data worksheet (see app H).

c. One-page typewritten narrative signed by the soldier explaining why he or she should be the HCR of the Year.

d. One-page typewritten brief history signed by the soldier of his or her assignments and experiences in recruiting.

e. The dates of all incentive awards earned typed on bond paper.

f. The Rctg Bde's board sheets with all comments.

g. One-page typewritten narrative signed by the Rctg Bde commander explaining why nominee should be selected as the HCR of the Year, etc.

h. Current DA Form 2-1 and DA Form 2A (reviewed by the soldier within the last 2 months).

i. Copy of DA Form 705.

j. Copy of body fat worksheet and profile if applicable.

## **Appendix F**

### **Recruiting Station Commander of the Year**

#### **F-1. General**

The RS Commander of the Year Award is presented annually to an outstanding RS commander (LPSC or OPSC) in USAREC during the FY.

#### **F-2. Criteria for selection**

RS commanders will be nominated by Rctg Bde commanders and considered by a HQ USAREC board under the following criteria:

- a. OPSCs or LPSCs who have been on production the last 9 months during the current FY of competition. Mandatory career enhancement schooling (i.e., PLDC, ANCOC, etc.) will be considered production months.
- b. Outstanding personal qualities and traits required to be successful NCOs and Army recruiters. Recruiters nominated will have represented USAREC and the Army with distinction in their dealings with community influencers and civic organizations.
- c. Mission accomplishment as measured by key indicators (e.g., production record, Delayed Entry Program posture, and sustained distinguished performances by recruiters on the Rctg Bn staff).
- d. A level of integrity and professionalism which will stand the test of continuing publicity afforded to the recruiter selected for this honor.
- e. Participation in local community activities.
- f. Personal methods of recruiting that may be adopted for use throughout the command.

#### **F-3. Submission of nominations**

Packets will be comprised of the following:

- a. One-page typewritten narrative signed by the Rctg Bn SGM explaining why nominee should be the RS Commander of the Year.
- b. One-page typewritten personal information data worksheet (see app H).
- c. One-page typewritten narrative signed by the soldier explaining why he or she should be the RS Commander of the Year.
- d. One-page typewritten brief history signed by the soldier of his or her assignments and experiences in recruiting.
- e. The dates of all incentive awards earned typed on bond paper.
- f. The Rctg Bde's board sheets with all comments.
- g. One-page typewritten narrative signed by the Rctg Bde commander explaining why nominee should be selected as the RS Commander of the Year.
- h. Current copy of DA Form 2-1 and DA Form 2A.
- i. Copy of DA Form 705.
- j. Copy of body fat worksheet and profile if applicable.



## **Appendix G**

### **Guidance Counselor of the Year**

#### **G-1. General**

The GC of the Year Award is presented annually to an outstanding GC, RA or USAR, in USAREC during the FY.

#### **G-2. Criteria for selection**

GCs will be nominated by Rctg Bde commanders and considered by a HQ USAREC board under the following criteria:

- a. GCs who have been on station for a minimum of 9 months during the current FY of competition. Mandatory career enhancement schooling (i.e., PLDC, ANCOC, etc.) will be considered production months.
- b. Outstanding personal qualities and traits required to be successful NCOs and Army recruiters. GCs nominated will have represented USAREC and the Army with distinction in their dealings with community influencers and civic organizations.
- c. Candidates will be evaluated on their ability to match the needs of the Army to the desires of the applicant.
- d. Quality of applicants that enlist.
- e. Contribution to the overall improvement in accomplishment of the Rctg Bn, Rctg Bde, and USAREC mission.

#### **G-3. Submission of nominations**

Packets will be comprised of the following:

- a. One-page typewritten narrative signed by the Rctg Bn SGM explaining why nominee should be the GC of the Year.
- b. One-page typewritten personal information data worksheet (see app H).
- c. One-page typewritten narrative signed by the soldier explaining why he or she should be the GC of the Year.
- d. One-page typewritten brief history signed by the soldier of his or her assignments and experiences in recruiting.
- e. The dates of all incentive awards earned typed on bond paper.
- f. The Rctg Bde's board sheets with all comments.
- g. One-page typewritten narrative signed by the Rctg Bde commander explaining why nominee should be selected as the GC of the Year.
- h. Current DA Form 2-1 and DA Form 2A (reviewed by the soldier within the last 2 months).
- i. Copy of DA Form 705.
- j. Copy of body fat worksheet and profile if applicable.

## Appendix H

### Personal Information Data Worksheet

The personal information data worksheet will be submitted using the following format (examples are given within the brackets):

- a. Name of category: (RA Recruiter of the Year)
- b. Recommending command: (U.S. Army 2d Rctg Bde)
- c. Rank and name of individual: (Staff Sergeant Smith, Brian E.)
- d. SSN: (123-45-6789)
- e. PMOS/DMOS: (75C40/79R40)
- f. Date and place of birth: (27 October 1972; Radcliff, KY)
- g. Name of spouse: (Smith, Hope Leighanne)
- h. Name, age, and gender of children: (Thomas Ray, 14, male; Stephanie Renee, 16, female)
- i. Date assigned to USAREC: (7 December 1991)
- j. Assigned to (Rctg Bn/recruiting company/RS) address and telephone number: (Rctg Bn Holiday; Rctg Co Hometown; RS K Street, 1234 K Street, Hometown, IL 99999-9999; (666) 555-1212)
- k. Duty position; (RA recruiter, OPSC)
- l. Current residence address and telephone number: (622 W. Market St., Radcliff, KY 40121, (502) 626-0000)
- m. Civic organizations to which nominee belongs (list offices held or is currently holding, if applicable): (VFW Post 9999 (Past commander-1990); Lions Club)
- n. Number of recruiters (counting nominee) assigned a recruiting objective who are assigned to nominee's RS (not applicable for support personnel SOY candidates): (2-RA, 1-USAR)
- o. Test scores/date: (APFT 250/0103 CTT GO/NOGO/0105)
- p. Current height/weight: (72/174) Date measured: (0111)
- q. Short biographical history: (Hometown, education, unique hobbies, and/or occupations prior to and during military service, career goals, special awards or honors, etc.)

## **Glossary**

### **AMEDD Det**

Army Medical Department detachment

### **ANCOC**

Advanced Noncommissioned officers' course

### **CG**

Commanding General

### **CSM**

Command Sergeant Major

### **FY**

fiscal year

### **GC**

guidance counselor

### **HCR**

health care recruiter

### **HQ Comdt**

Headquarters Commandant

### **HQDA**

Headquarters, Department of the Army

### **HQ USAREC**

Headquarters, United States Army Recruiting Command

### **LPSC**

limited-production station commander

### **NCO**

noncommissioned officer

### **OPSC**

on-production station commander

### **PLDC**

Primary Leadership Development Course

### **RA**

Regular Army

### **Rctg Bde**

recruiting brigade

### **Rctg Bn**

recruiting battalion

### **RS**

recruiting station

### **RS Bde**

United States Army Recruiting Support Brigade

### **SGM**

sergeant major

### **SOY**

soldier of the year

## **USAR**

United States Army Reserve

## **USAREC**

United States Army Recruiting Command